

**Richfield Public School Academy
School Emergency Drills
Documentation Form
2016-2017 School Year**

Type of Drill

- Fire Drill (6 required)
- Tornado (2 required)
- Lock Down (2 required)

Time of Drill

Standard

- Class Change
- Lunch/Recess
- Other Event

Name of reporting school: Richfield Public School Academy

Date of Drill: 5/19/17 Time of Drill: 2:45 (AM/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **3 minutes 55 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **2:48 PM**

Teachers and students were out of the building quickly and quietly. All teachers had their Red/Green cards ready and all students were accounted for.

This report is emergency drill **#5** for the school year.

Name of person conducting drill: Dan Winther

Title of person conducting drill: 3-5 Co-Principal

Signature of person conducting drill: _____